

SHALFORD - The Future

Working Agreement between the Shalford Parish Plans Working Groups and Shalford Parish Council.

Background

Shalford Parish Council (SPC) initiated a community workshop on 4th March 2006 which invited volunteers to produce a Parish Plan for Shalford. The volunteers met on 22nd May 2006 and formed the Shalford Parish Plan Working Groups (SPPGs). It was agreed at a subsequent meeting on 24th July 2006 that SPPGs will work in partnership with SPC until the completion of the Parish Plan.

Shared Objectives

- Ascertain the needs and aspirations of residents and businesses in the parish
- Produce an action plan to tackle the issues highlighted
- Influence strategic policy and plans
- Make lasting improvements to quality of life and the village environment

Responsibilities of Shalford Parish Plan Working Groups

- Through Shalford Parish Council, apply for funding
- Undertake surveys and process information collected
- Produce a report of findings and a proposed action plan and submit this to Shalford Parish Council
- Disband on publication of the final Parish Plan document

Responsibilities of Shalford Parish Council

- In conjunction with Shalford Parish Plan Working Groups, prepare a budget and details of expected revenue sources
- Hold funds and pay bills
- Submit financial monitoring information to those providing funding.
- Be fully involved at the action planning stage
- Adopt the Plan on its completion
- Link the Parish Plan to strategic plans
- Monitor and review the Plan

Procedures

Shalford Parish Plan Working Groups will manage the Parish Plan process and will:

- Prepare a time plan for the project
- Meet at least 4 times a year
- Keep residents informed throughout the process
- Report progress to Shalford Parish Council at each of its meetings
- Provide invoices to Shalford Parish Council for payment (including forms for reimbursement of reasonable expenses incurred by volunteers of the Shalford Parish Plan Working Groups)
- Produce a draft Parish Plan ready for final formatting and submission to the printers

Review

This working agreement will be reviewed quarterly by both parties.

Signed on behalf of Shalford Parish Plan Working Groups.....Date

Signed on behalf of Shalford Parish CouncilDate.....